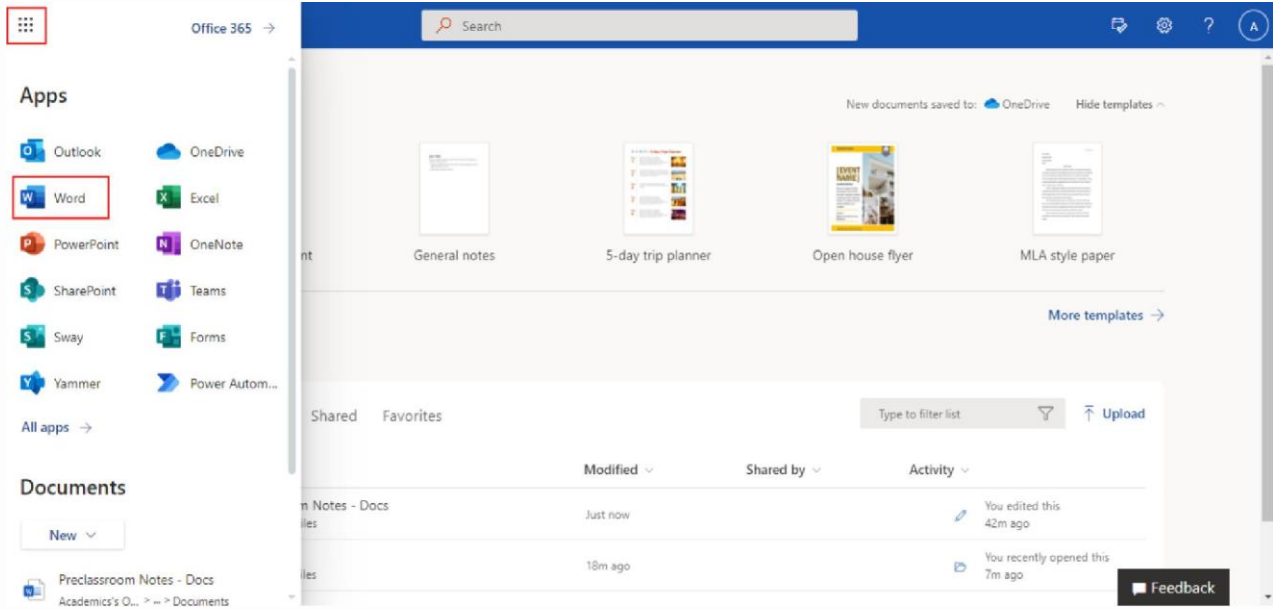


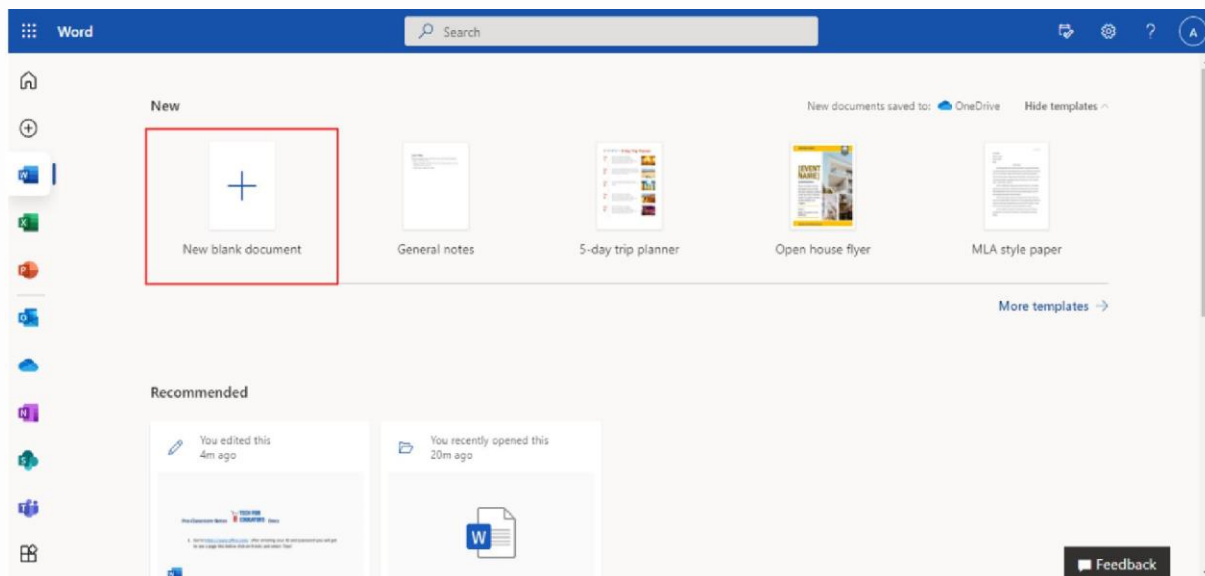


## Pre-Classroom Notes - Docs

**Step 1:** Go to <https://www.office.com/> then click on Sign in, then enter your ID and password you will get to see a page like below click on 9 dots and select 'Docs'

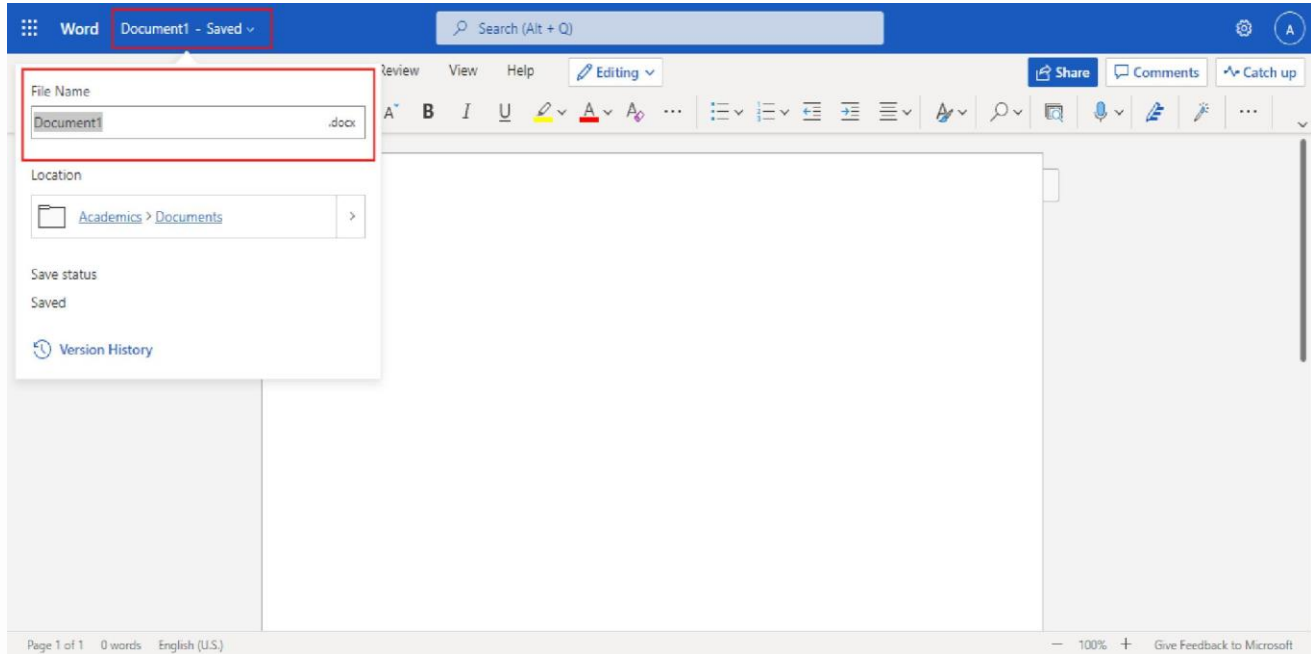


**Step 2:** In the section 'New' Click on 'New blank Document'

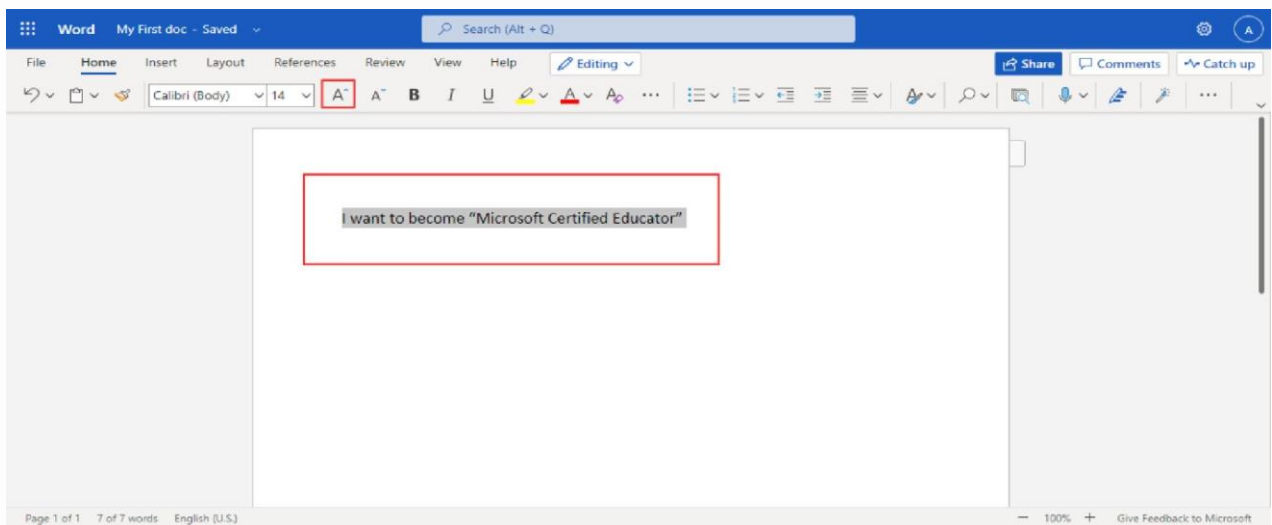




**Step 3:** Name the doc by clicking on “Document1” and give the name to doc “My first doc”

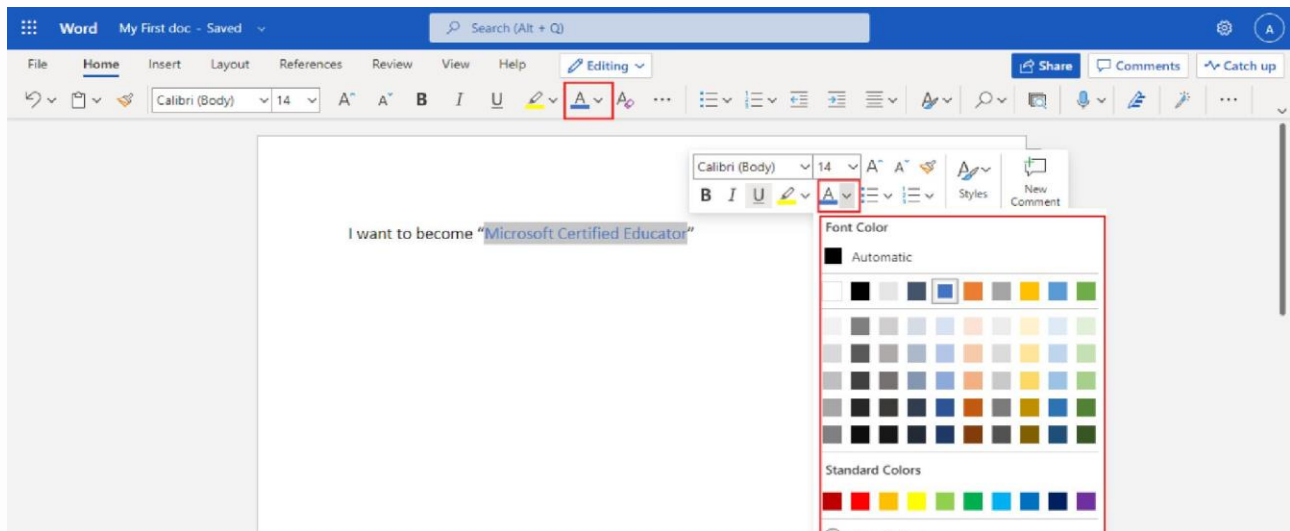


**Step 4:** Write on the doc, for example, “I want to become Microsoft Certified Educator” Select the line “I want to become “Microsoft Certified Educator” and Increase the font size to 14 by clicking on - ‘A’

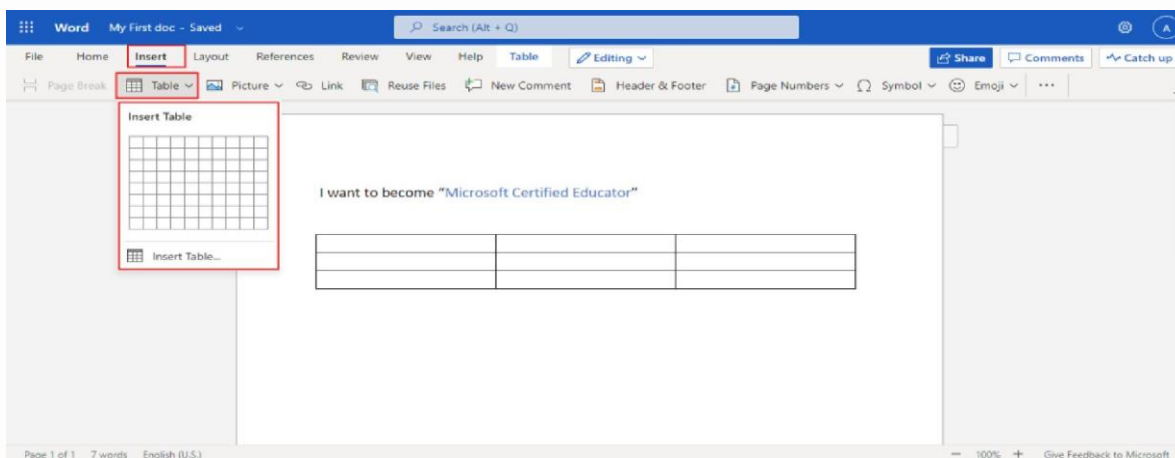




### Step 5: Other Editing Option: Change the colour of fonts

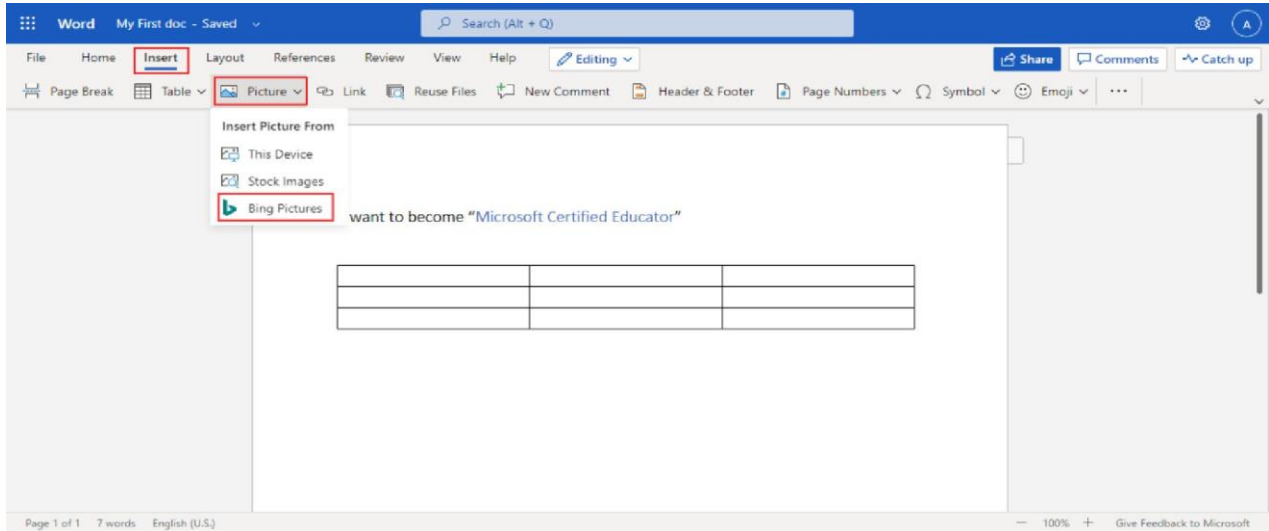


### Step 6: Insert Table (Click on "insert", then table) Select 3 by 3 cells to insert a table of 3 rows and 3 columns

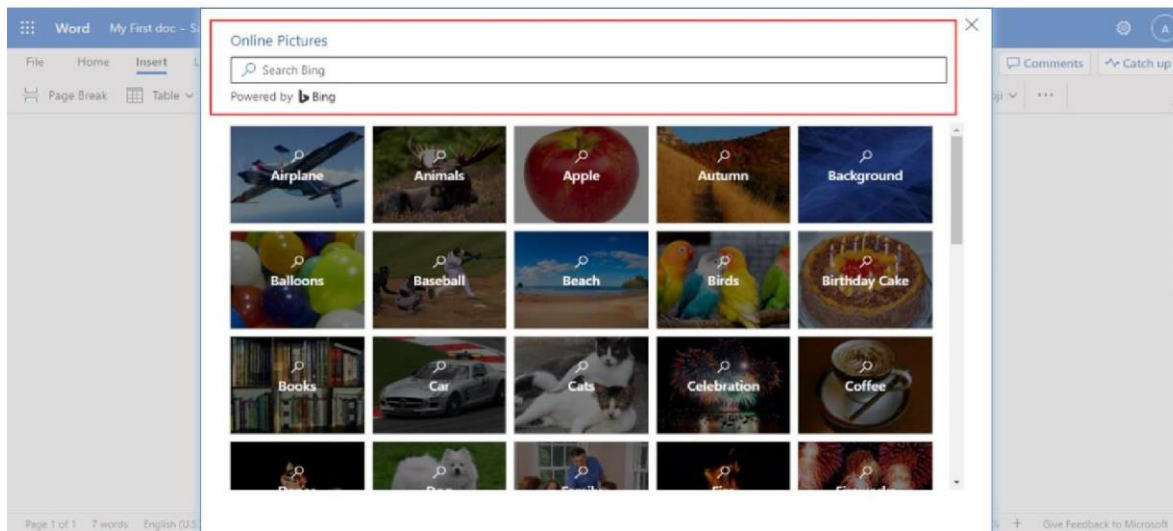




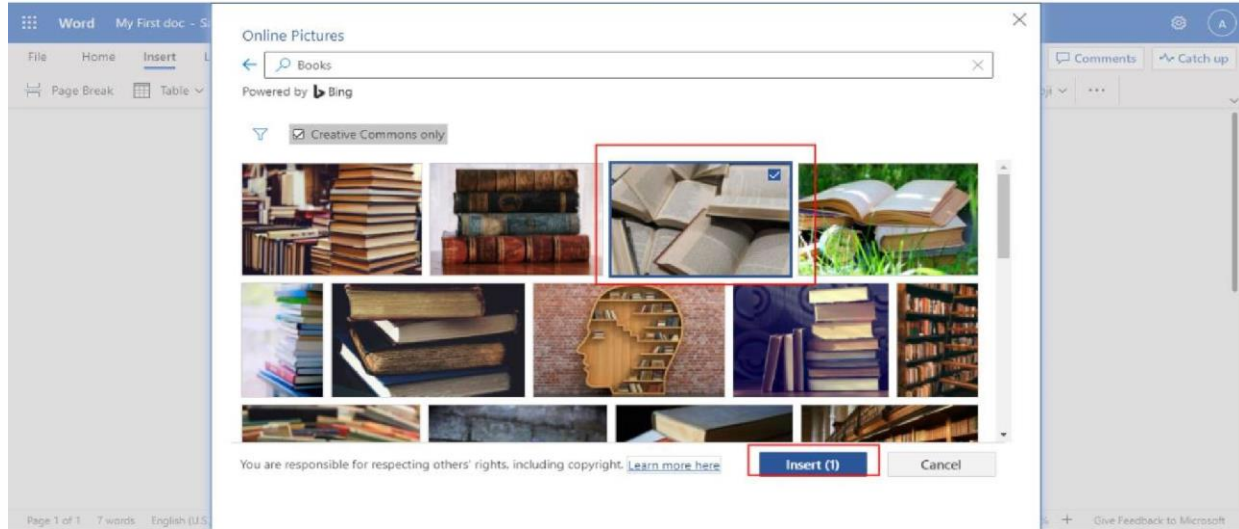
### Step 7: Add image “Click on Insert > Pictures” - (Insert picture from “Bing pictures”)



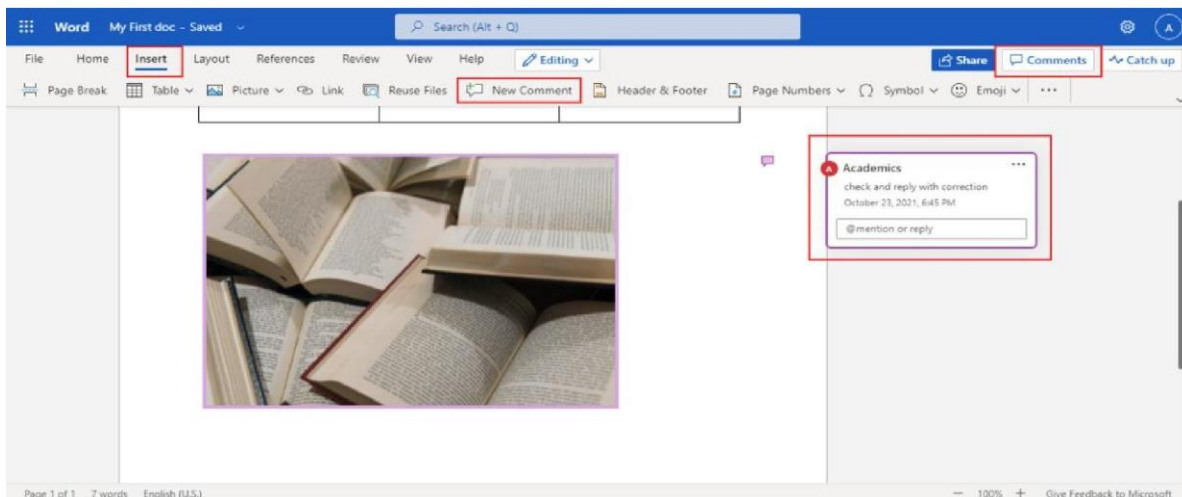
### Step 8: Search for the Picture – “Books”



**Step 9: Select any on the category and insert the picture**



**Step 10: Add Comment – Click on the picture then click ‘Comments > New’. Add comment “check and reply with correction”**



**Note:** We will learn about more features in the class